

16 September 1974

MEMORANDUM FOR: Senior Training Officer DDS&T

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 8 November for the Seminar for Advancing Managers at Kings Point, 19 - 31 January 1975.

2. The Agency has one space reserved for this seminar. (DDS&T requested two spaces.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

  
Executive Secretary  
Training Selection Board

25X1A

25X1A

ES-TSB  :maq

Distribution:

Orig - Adse

2 - ES-TSB

16 September 1974

MEMORANDUM FOR: Senior Training Officer DDI

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 8 November for the Seminar for Advancing Managers at Kings Point, 19 - 31 January 1975.


2. The Agency has one space reserved for this seminar. (DDI requested three spaces.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

  
Executive Secretary  
Training Selection Board

25X1A

25X1A

ES-TS  :maq (16 Sept 74)  
Distribution:  
Orig - Adse  
2 - ES-TSB

16 September 1974

MEMORANDUM FOR: Senior Training Officer DDA

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 8 November for the Seminar for Advancing Managers at Kings Point, 19 -31 January 1975.

2. The Agency has one space reserved for this seminar. (DDA requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

  
Executive Secretary  
Training Selection Board

25X1A

25X1A

ES-TSB  :maq (16 Sept 74)


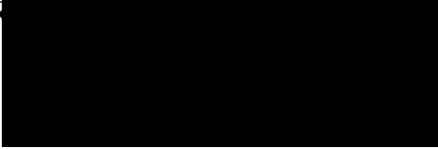
Distribution:


Orig - Adse

2 - ES-TSB

# NOMINATION FOR INTERAGENCY TRAINING

COURSE	1. Course title <b>Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160012-3</b> <b>Seminar for Advancing Managers</b>	2. Cost <b>\$796</b>
	3. Agency offering course <b>Civil Service Commission</b>	
	4. Dates of course <b>5 - 17 January 1975</b>	5. Location of course (City, State) <b>Kings Point, New York</b>

NOMINEE	6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title <b>Computer Systems Manager Chief, Operations Division, Office of Joint Computer Support</b>
	8. Home address 	9. Pay plan and grade <b>GS-15</b>
		10. Office telephone (including Area Code) <b>202 - 351-1100</b>
	11. Enter here special information required by the course announcement  <b>Moved from one managerial position to another: 15 July 1973</b>	

AGENCY	12. Billing address (including ZIP Code) <b>Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505</b>	13. Approving official (signature and title)  <b>25X1A</b>  <b>Registrar</b>
		14. Date <b>13 November 1974</b>

15. Telephone (including Area Code)  
**202 - 351-2193**

16. Return address of nominating agency (including ZIP Code)  
**Registrar, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505**

## FOR USE BY AGENCY OFFERING TRAINING—DO NOT FILL IN THIS PART

ACTION	17. Nominee is: <input type="checkbox"/> Selected as nominated <input type="checkbox"/> Selected for alternative dates (see Remarks) <input type="checkbox"/> Not selected (see Remarks)	18. Remarks
	19. First session of class meets	

### INSTRUCTIONS TO NOMINATING AGENCY

1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

**Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160012-3**

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Executive Secretary  
Training Selection Board 1036 CoFC Bldg

2193

DATE

1 November 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chairman  
Training Selection Board

11/1

AN

Attached for your consideration are three nominations for the Seminar for Advancing Managers at Kings Point, 5 - 17 January 1975:

25X1A

2.

3.

4.

5.

6.

7.

8.

9.

25X1A

10.

11. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

12.

13.

1 - 2 - 3 - 1 - 1  
2 - 1 - 2 - 2 - 2

8

14.

3 - 3 - 1 - 3 - 3

13

15.

11/13 ADVISED SHIRLEY  
136 - HOME ADDRESS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

**Executive Secretary  
Training Selection Board 1036 CoFC Bldg**

EXTENSION

**2193**

NO.

DATE

**1 November 1974**

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Mr. Fred W. M. Janney  
5 E 56 HQS**

**4**

**J**

**Attached for your consideration  
are three nominations for the  
Seminar for Advancing Managers at  
Kings Point, 5 - 17 January 1975:**

2.

3.

**25X1A**

4.

5.

**The Agency has one space reserved  
for this seminar.**

6.

**Please return these papers to me  
indicating your ranking of the  
candidates.**

7.

8.

9.

**25X1A**

10.

11. **Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce**

12.

13.

14.

15.

Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160012-3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

**Executive Secretary  
Training Selection Board 1036 CofC Bldg**

EXTENSION

2193

NO.

DATE

1 November 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]  
2 F 20 HQS

4/20/74 OK

Attached for your consideration are three nominations for the Seminar for Advancing Managers at Kings Point, 5 - 17 January 1975:

[REDACTED]

The Agency has one space reserved for this seminar.

Please return these papers to me indicating your ranking of the candidates.

[REDACTED]

2.

3.

25X1A

4.

5.

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9.

25X1A

10.

11.

**Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce**

12.

13.

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15.

25X1A

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CofC Bldg

EXTENSION

NO.

2193

DATE

1 November 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Dr. Karl H. Weber  
6 F 20 HQS

11/4

KHW

Attached for your consideration are three nominations for the Seminar for Advancing Managers at Kings Point, 5 - 17 January 1975:

25X1A

The Agency has one space reserved for this seminar.

Please return these papers to me indicating your ranking of the candidates.

25X1A

11. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

**Executive Secretary  
Training Selection Board 1036 CofC Bldg**

EXTENSION

2193

NO.

DATE

1 November 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

3 C 43 HQS

11

Nov

gm

2.

3.

4.

5.

6.

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8.

9.

10.

11.

**Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce**

12.

13.

14.

15.

25X1A

25X1A

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11 Nov 74